



KING COUNTY
DISASTER RECOVERY NETWORK & SYSTEMS SPECIALIST
INFORMATION TECHNOLOGY PROJECT MANAGER II
OFFICE OF INFORMATION RESOURCE MANAGEMENT
Annual Salary Range: \$74,843 – \$92,645
Job Announcement: 05CY5671
OPEN: 11/30/05 CLOSE: Open Until Filled

WHO MAY APPLY: This position is open to the general public. This is a Term-limited Temporary position and is fully benefited (medical, dental, vision, retirement). This position is expected to continue for eighteen months.

WHERE TO APPLY: Required application materials can be mailed to: **Terra Strouhal, 701 Fifth Avenue, Suite 3460, Seattle, WA 98104. Fax (206) 205-0725.** Email applications are encouraged at oirmrecruit@metrokc.gov (all application materials must be included). Applications materials must be received by 4:30 p.m. on the closing date. Postmarks are not accepted. PLEASE NOTE: Applications not received at the locations specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED:

- King County application form. Application forms may be found at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>
- Resume
- A letter of interest detailing your background and describing how you meet or exceed the requirements.

WORK LOCATION: 701 Fifth Avenue, Bank of America Tower, Downtown Seattle, WA.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday.

POSITION SUMMARY: King County requires a senior level network and system specialist to provide technical expertise and leadership to its countywide Business Continuity capital program. The focus of this position is to oversee the implementation and formal exercises of disaster recovery strategies for the county's data and voice network and computer hardware. The recovery strategies include establishing communications with an alternate data center, deploying hardware and infrastructure at an alternate data center for critical applications, establishing contracts and deploying services for quick-shipped hardware, a commercial hot site, emergency email, emergency Internet connectivity, and interoperable communications that may include voice over IP phones, 800 MHz radios, cell phones, satellite phones and others. This is not a "hands on" implementation position.

PRIMARY JOB DUTIES INCLUDE:

- Manage projects to implement disaster recovery strategies:
 - Provide consultation to department/division management on critical business issues; assess costs, risks and impacts of information technology strategies and approaches; coordinate cross-organizational efforts.
 - Determine charter and scope of each project; prioritize projects according to business needs or values; set priorities.
 - Establish measures of success, acceptance criteria, and methods to track, control and report status.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

- Manage and control day-to-day project activities, issues, risks, quality, and budget for project team.
 - Determine financial and performance indicators and use evaluation findings to redirect the project or program. Monitor financial status of the program or project.
 - Manage vendor relationships during project execution.
 - Monitor and document projects processes; maintain projects inventory.
 - Lead multi-disciplinary work teams.
 - Prepare Requests for Proposals, Requests for Information and Requests for Bids
 - Develop, negotiate, and review contracts associated with assigned projects.
- Manage and/or participate in the following projects:
 - Quick-ship servers
 - Data replication servers
 - Backup Internet connectivity
 - Interoperable communications
 - Secure communication infrastructure and services to an alternate data center and a commercial hot site
 - Emergency email service
 - Initial exercise of implemented disaster recovery strategies
- Provide senior level network and system architect expertise and leadership to the countywide Business Continuity program and agency staff participating in the program.
- Other work as assigned, such as:
 - Presentations to technical, non-technical and management audiences
 - Create written reports, drawings and documentation in support of the Business Continuity program

QUALIFICATIONS:

- Bachelor's degree in computer science or related field.
- Five years experience in network and systems administration with working knowledge of network and system administration practices in a heterogeneous architecture in large decentralized organization.
- Experience adhering to and knowledge of security standards.
- Network Administration
 - Skill in planning, developing, installing, configuring, maintaining, administering and optimizing communication links, including telecommunications, local and wide area networks.
 - Skill in installing, configuring and managing layer two and three network devices, with strong understanding of routable network protocols and WAN/LAN technology, WAN Data Circuits, network switch, router, VPN and firewall administration and configuration, preferably Cisco brand devices.
- System Administration:
 - Planning, developing, installing, configuring, maintaining, administering and optimizing server-based platforms and operating systems, including Microsoft Windows, Unix, Linux
 - Experience configuring, testing and resolving problems related to Windows 2000/2003, Microsoft SQL Server, Active Directory, Exchange in clustered configurations, RAID, NAS and SAN technologies
 - Experience in enterprise change control, backup, data recovery, and disaster recovery planning, including alternate data center, commercial hot site, quick-ship, and data replication approaches

- Project Management:
 - Advanced large-scale IT project management skills, including experience developing project plans, managing project tasks and issues, reporting status, analyzing and managing project risk, assuring quality deliverables.
 - Skill in handling multiple competing priorities
 - Skill in organizing, planning, executing large-scale projects from vision through implementation, including coordinating multiple vendors and activities
 - Advanced planning and organizational skills
 - Skill in synthesizing complex information and influencing decision makers
 - Skill in working on multiple complex, highly visible, and politically sensitive projects
 - Skill in leading multi-discipline work teams and cross-functional team
 - Skill in working with a variety of individuals from diverse backgrounds
 - Skill in delivering presentations of complex information to a diverse audience
 - Negotiation and conflict resolution skills
- Other:
 - Advanced skill in disaster recovery planning and exercises.
 - Advanced analytical and conceptual skills
 - Excellent written and oral communication skills
 - Advanced knowledge of business operations, strategic information requirements, and priorities of customers business
 - Knowledge of strategic planning principles and practices
- Desired Certifications:
 - Cisco Certified Network Associate (CCNA) or better
 - Microsoft Certified Systems Engineer (MCSE) or equivalent experience.

SELECTION PROCESS: Applications will be screened for qualifications. Competitive applicants will be invited to an interview. Finalists may be asked to complete a post interview exercise.

UNION REPRESENTATION: This position is not represented by a union.

CLASS CODE: 7331200